

Annual Performance Review Process Role Description and Google Docs Tips - One-Up Reviewers

Q & A Description of the Role of the One-up Reviewer

1. *What is a One-up reviewer?*

- a. A person who is given suggested edit/comment rights on the draft review created by the supervisor.
- b. There can be multiple One-up reviewers for a document. All of them can see each other's comments.
- c. The purpose of a One-up reviewer is to review the supervisor's written review document and provide any suggestions for changes or feedback before the employee receives his/her review document and discussion.

2. *How does a One-up reviewer access the document?*

- a. If the auto notification for one-up reviewers are not sent, they can check the PMP website or get notified by supervisors when documents are ready for their review.

3. *What documents do One-up reviewers see?*

- a. Temporary: The one-up draft performance review is shared, comments or suggestions only, with the one-up reviewer(s) after the supervisor has completed the initial review. When the final review is created, the one-up draft is no longer shared with the One-up reviewer(s).
- b. Permanent: The final self assessment and performance review Google Doc are shared, view-only with the One-up reviewer(s). These documents remain shared.

4. *How is a One-up reviewer selected?*

- a. The employee's supervisor's supervisor is the default option for One-up reviewer in Google Doc.
- b. Expanded One-up reviewer option - A division may choose to add additional one-up reviewer/s depending on the division's review process. For example, each employee may have:
 - i. Several designated One-up reviewers
 - ii. Division Director or designee is designated as final One-up reviewer of all division's reviews.

5. *Who are the Division wide One-up reviewers and do all Divisions have them?*

- a. Some divisions may choose to have a One-up reviewer who can see all the documents for all employees from the division.
- b. Examples of people that might be in this category are an HR Division Partner, Associate Lab Director or a Division Deputy.

General Tips and Facts About Google Docs

1. *Saving your text*

- a. No need to look for a save option; Google Docs saves automatically every time you make changes.

Tips for reviewing the employee's annual performance review

1. Accessing employee's review form

- a. Go to the Performance Review Website at pmp.lbl.gov to access the form.
- b. If your division chose to have automatic email notifications, you will receive an email with a link to the document.

2. Entering review comments

- a. Highlight or select the text you'd like to comment on.
- b. From the Insert menu, select Comment.
- c. You can also use keyboard shortcut Ctrl + Alt + M (Cmd + Option + M on a Mac) to insert a comment.
- d. Type your comment in the box that appears to right of document.
- e. Click the "Comment" button (if you don't click that button, your comment will not be saved).
- f. After inserting a comment, there are two main places you can work with it —
 - i. Comment box
 - ii. Discussions thread
- g. Access the comments by clicking the Comments button in the top right-hand corner of your browser window



- h. You can reply to a comment with a new post, edit or delete a previous comment you've inserted, and resolve the discussion when you're ready to remove it.
- i. Resolving a discussion removes the discussion from the review document, but resolved threads will always be available under Comments in the right-hand corner of document.
- j. *If you'd like to address your comment to a specific person (i.e. to the supervisor to indicate document has been reviewed), type a plus sign followed by their email address (e.g.: +johndoe@lbl.gov). That person will receive an email with your comment.

3. Suggesting changes in the document (similar to track changes mode in Microsoft Word)

- a. The default for each document is "Suggesting."
- b. Type suggested changes in document. Document will track changes and highlight them in a different color.
- c. The Supervisor can choose to accept these changes by clicking on the check box in the comment box to accept. They can also click "x" to reject in a comment box.

4. Suggesting changes vs. commenting

- a. Suggesting changes is for editing language directly and suggesting specific wording to the supervisor.
- b. Commenting is best for offering general thoughts or feedback about sections or text in the document.

5. Indicating you have completed your review of document

- a. Go to the Performance Review Website at pmp.lbl.gov.
- b. Check the "Mark reviewed" button in the One-up Review Table.
- c. If your Division has chosen to use automatic notifications, the Supervisor will

receive an email informing him/her you have completed your review.

FAQs for One-Up Reviewers

- 1. *What if I want feedback from the supervisor or I want the supervisor to make edits?***
 - a. Add a comment in the Google Docs form indicating what you'd like changed and type a plus sign followed by the supervisor's email address to notify them of your comments (e.g.: +johndoe@lbl.gov). The supervisor will receive an email with your comment.
 - b. You can also suggest changes using suggesting mode.
- 2. *Can I see final review after supervisor has completed it?***
 - a. Go to the Performance Review Website at pmp.lbl.gov and click the "Final document" link in the One-up Review Table.